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CENTRAL INTELLIGENCE AGENCY

WASHINGTON XX, D. C. 20505

OFFICE OF DEPUTY DIRECTOR OF CENTRAL INTELLIGENCE

Honorable Joseph Campbell
The Comptroller General of
the United States
Washington, D. C. 20543

Dear Mr. Campbell:

We are submitting for your consideration a financial records retirement program which, subject to your approval as may be authorized under 44 U. S. C. 374 (1958), would be adopted by this Agency. A retirement schedule for the particular records involved is set out in the enclosure.

Under the terms of this proposal, the Agency would, after conducting its own audit of accounts, effect the disposition of the related financial records pursuant to the enclosed retirement schedule, or sooner, in such cases as you may advise a lesser retention period is more appropriate.

We are of the opinion that this Agency program would adequately protect the interests of the Government while contributing toward a savings in terms of storage and manpower costs.

Your approval is requested.

Faithfully yours,

[Redacted signature box]

Marshall S. Carter
Lieutenant General, USA
Deputy Director

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Enclosure